

24 May 1977

OFFICE OF GENERAL COUNSEL
MATTERS REQUIRING RETENTION OF RECORDS
BEING PROCESSED FOR DESTRUCTION

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Reference: HN CIA Records Destruction Policy, dated

1. This listing is a compilation of matters of which the Office of General Counsel is aware and which require the retention of all pertinent records for litigative, investigative, or legislative purposes. It is provided to assist records management officers in the performance of their records disposition responsibilities.

2. The title of all litigation is provided, along with a brief statement of the nature of the case and the names of all individual and non-governmental parties. Matters under current investigation also are included, along with the identity of the group conducting the inquiry. In addition, separate entries are listed for each party to any litigation or investigation as well as the various subjects involved, with a cross reference to the particular matter or matters concerning that party or subject. The initials in parenthesis are those of the responsible OGC attorney.

3. Notification by OGC memorandum is made when new requirements arise. The new requirements will then be included in the next version of the listing, which is intended to be updated monthly. However, the frequency with which requirements arise or are modified demands that records management officers review all records scheduled for destruction and submit a request for authorization to destroy records related to any questionable matters, whether or not listed here.

4. Much of this information is privileged, and this listing should be protected from disclosure to unauthorized persons.

OGC 77-5479
25 August 1977

MEMORANDUM FOR: Chief, Records Administration Branch

FROM :
Office of General Counsel

SUBJECT : OGC and OLC Records Retention Requirements List

1. Attached, for the guidance of those engaged in the review of Agency records, is a copy of a list assembled from information provided to me by the various divisions in OGC and by OLC. It purports to describe the cases and matters of which those two offices are aware which are of some judicial, investigative, or congressional interest and which may result in extended retention periods for records related to the various subject matters involved.

2. Due to the fact that such matters arise and are terminated on a non-regular basis, this list should not be considered as the ultimate authority when any records are discovered which raise questions concerning retention or destruction. At any time that such questions arise, the safest course for those conducting a records review is to consult with the appropriate RMO, with OGC and OLC, and other appropriate offices.

3. It is contemplated that this list will be supplemented and amended periodically.

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